

**The City of Dothan Employee Disciplinary Action Report Form***Authority: Regulation III - DISCIPLINARY POLICY***SECTION III - EMPLOYEE INFORMATION**

Employee Name Nancy Martin	Employee ID Number 104631	Hire Date 01/16/2004	Department Judicial Department
Employee Job Title Municipal Court Administrator		Counseling Supervisor Name & Job Title Rose Evans-Gordon, Municipal Judge	

**SECTION IV - OFFENSE AND TYPE OF ACTION**

Check (✓) Category and Offense, Circle (O) Rule Number(s) violated.

☐ MINOR CATEGORY    ☐ 1st Offense    ☐ 2nd Offense    ☐ 3rd Offense    ☐ 4th Offense

Violation of Rule: Section 3-41.    1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

☐ MAJOR CATEGORY    ☐ 1st Offense    ☐ 2nd Offense

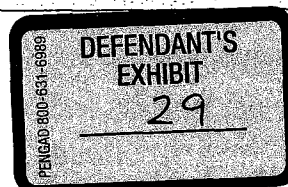
Violation of Rule: Section 3-42.    1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

☒ INTOLERABLE CATEGORY    ☒ 1st Offense
Violation of Rule: Section 3-43.    1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Check (✓) Type of Disciplinary Action For This Offense:

☐ FORMAL COUNSELING    ☐ WRITTEN WARNING    ☐ FINAL WRITTEN WARNING
**SECTION V - DETAILS OF THIS DISCIPLINARY ACTION REPORT**

space below or on additional sheets provide detailed documentation of the rule(s) violated to include dates and the specific actions of employee. Include details of recommendations for corrective action and consequence of future violations.



You are in violation of Personnel Rule 3-43(17) unsatisfactory work performance during the probationary period as evidenced by the employee's job performance evaluation report.

Supervisor Signature <i>Rose Evans-Gordon</i>	Date Signed 10.12.04	Department Head Signature <i>Rose Evans-Gordon</i>	Date Signed 10.12.04
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I acknowledge I was counseled or warned in reference to the rule violation(s) cited above. I understand my signature on this form acknowledges the counseling or warning took place for the reasons given. I understand my signature does not mean I agree or disagree with the statements documented on this form. I also understand I may provide a written explanation of the offense for which the counseling or warning report has been issued and attach this written statement to this form. I understand this Personnel Form #147 and any attachments will be forwarded to the Personnel Department and become a part of my permanent employment record.

EMPLOYEE SIGNATURE: *Nancy C. Martin*    Date Signed: *10/12/04*

Distribution: ☐ ORIGINAL to Personnel Department    ☐ COPY to Employee    ☐ COPY to Department Head

*Refused to sign*

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to use the Tables below: Complete SECTION I by listing the employee's minor offense history for the past twelve months and/or offense history for the past twenty-four months. Refer to the SECTION II - DISCIPLINARY ACTIONS SUMMARY TABLE to determine the appropriate disciplinary action to be taken and whether the disciplinary action must follow the Due Process Procedure as set out in Personnel Regulation IV.

Note: "Minor", "Major", or "Intolerable" offenses have separate disciplinary action progressions. See the SUMMARY TABLE in SECTION II below. The offense free time period required to clear a disciplinary record of MINOR offenses is 12 months and MAJOR offenses is 24 months from the "date of record" for last offense committed. ("Date of Record" is date form signed by department head.)

**SECTION I - REVIEW OF EMPLOYEE DISCIPLINARY HISTORY**

A review of this employee's active Disciplinary History includes the following MINOR category offense(s) and/or the following Major category offense(s). If the employee has no active disciplinary history, write N/A.

Category	Type of Action	Dated	Specific Violation - Cite Rule and Offense
MINOR	Formal Counseling		
MINOR	Written Warning		
MINOR	Final Written Warning or Final Written Warning & 1-5 Day Suspension		
MAJOR	Final Written Warning & 1-20 Day Suspension		

The SUMMARY TABLE below shows: (1) The disciplinary progression (1st, 2nd, 3rd, etc., offense) and resulting disciplinary action for MINOR, MAJOR, and INTOLERABLE offenses; and (2) Whether a disciplinary action requires a Due Process Hearing before being entered.

**SECTION II - REVIEW OF ACTION SUMMARY TABLE**

DUE PROCESS HEARING NOT REQUIRED	First Offense MINOR	Second Offense MINOR	Third Offense MINOR	Fourth Offense MINOR
	Formal Counseling	Written Warning	Final Warning or (See below)	See Below
DUE PROCESS HEARING REQUIRED PRIOR TO ADMINISTERING	First Offense MAJOR	Second Offense MAJOR	Third Offense MINOR	Fourth Offense MINOR
	Final Warning and 1-20 Day Suspension.	Discharge	Final Warning and 1-5 Day Suspension	Discharge
	First Offense INTOLERABLE	Due Process Hearings are implemented in accordance with Personnel Regulation IV		
	Discharge			

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